

**The Argonne Materials Order System (AMOS)**  
***Rules for Cost Center Access***

Cost Center # \_\_\_\_\_ Cost Center Name \_\_\_\_\_

Signature \_\_\_\_\_ Payroll # \_\_\_\_\_  
of the Cost Center Manager of the Cost Center Manager

\_\_\_\_\_ Revise Existing Authorizations Using the Rules Below Date \_\_\_\_\_

*The general rules below apply only to the active employees of the Cost Center. For each non-employee of the Cost Center, the Cost Center Manager must submit the forms AMOS-803T and AMOS-803V.*

***SCOPE OF Requisitioning Authorization for Employees of the Cost Center***

\_\_\_\_\_ Open Requisitioning to ALL active employees of the Cost Center

\_\_\_\_\_ Restrict Requisitioning to specified employees only (provide payroll numbers of authorized employees - AMOS 803T and/or AMOS-803V forms may be required)

***SCOPE OF Charging by Employees to Active Tasks Codes within the Cost Center***

\_\_\_\_\_ Open Charging to ALL active task codes (5-character values) for the Cost Center

\_\_\_\_\_ Restrict Charging to specified task codes only (form AMOS-803T is required)

***SCOPE OF Access by Employees to Primary Vendors now and for future agreements***

\_\_\_\_\_ Open Access to ALL active Primary Vendors - **does not apply to Special Vendors**

\_\_\_\_\_ Automatically include all future contractual agreements with the Primary Vendors

\_\_\_\_\_ Restrict Access to specified Vendors only (form AMOS-803V is required)

***JUSTIFICATION for Access by Employees to Backup or Restricted Vendors***

The Cost Center Manager may place on file with the Manager, Purchasing/Systems Contracts, a written justification for all of the active employees of the Cost Center to use the Backup or Restricted Vendors. Otherwise, the Cost Center Manager must submit, with the AMOS-803V form, a brief statement justifying access to the vendor for each requisitioner.

***Forward form to OCF-Manager, Purchasing/Systems Contracts in Building 201 or FAX to Procurement at 2-4517***